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TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DDA		<i>[Signature]</i>	11/7
2. ADDA		<i>[Signature]</i>	11/8
3. DDA		<i>[Signature]</i>	
4.			
5. <i>Reg. - only cc -</i>			

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REMARKS

OTR has cc.

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FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg.

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AT

☐ TENTATIVE AGENDA
RETREAT ON AGENCY MANAGEMENT
16-17 NOVEMBER

DCI/DDCI lead discussions on FY 80 Personnel Management Issues. Office of Personnel task force report on NAPA recommendations will be basis/background of discussions. Key policy issues to be discussed are:

Friday

Evening: Session I: Personnel Selection, Assignment and Promotion Rotational Assignment Policy, Vacancy Notice System, Role and Function of Panels, Personal Rank Assignments.

Session II: Executive Development for SIS and feeder groups, SIS Advance Work Plans, Training and Development Assignments.

Saturday

Morning: Session II: Continuation

Session III: Manpower Planning, Recruitment and Separation Policy/Procedure for Prediction of Accession Needs, Promotion Possibilities, Excesses and Shortage Areas, Reduction-in-Force Policy, Low-Three-Percent-Policy.

Session IV: Doing More with Less (led by Comptroller)
Discussion of need to maximize personnel resources in era of increased requirements but decreased personnel growth, including role, size of staff offices vs. line office requirements.